

PURCHASE CARD

LMS-CP-4540
Revision: G

Objectives:

- to control purchase card procurements
- to ensure procurements are made from the required sources
- to ensure that receipt inspection requirements are met
- to ensure Purchase Card transactions are reconciled, approved and paid on time

Approval original signed on file Date 7/14/06
Associate Director for Operations

General Information

Records generated by this process are detailed in Note 1 below. These records are maintained in accordance with LMS-CP-2707.

General Note

Cardholders have a single purchase dollar limit of \$2,500. The monthly credit limit is established by the Procurement Officer and Center Agency Program Coordinator (CAPC) based on an individual cardholder's specific needs and/or historic usage. The single and monthly purchase limit will be annotated in the cardholder's Delegation of Procurement Authority memorandum signed by the Procurement Officer.

Contracting Officers may use the Purchase Card for procurements above \$2,500 and within the authority of their Certificate of Appointment. All applicable Federal Acquisition Regulation (FAR) requirements must be met in addition to the requirements of this procedure.

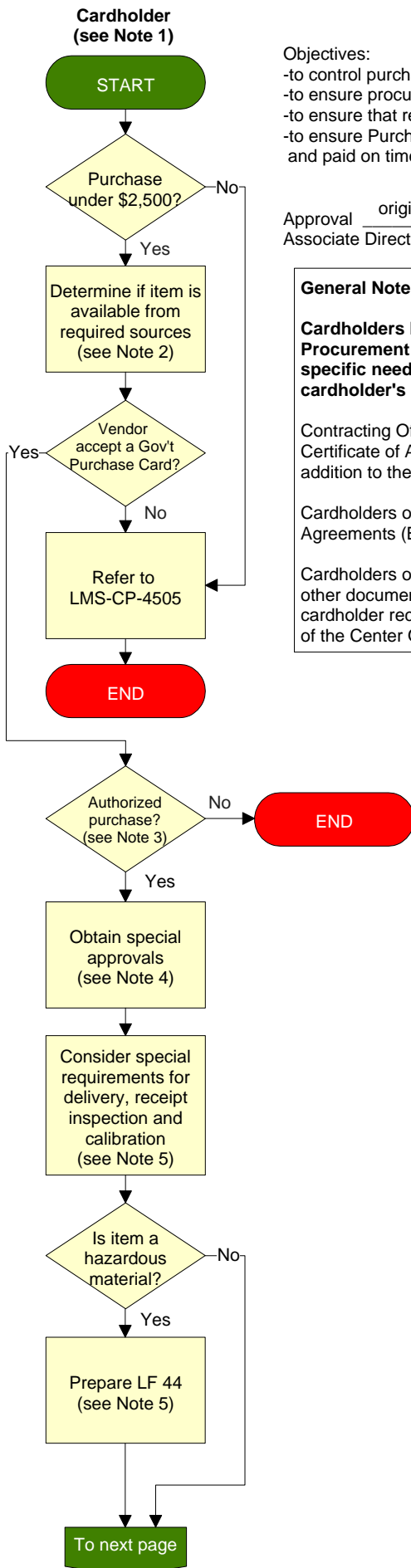
Cardholders other than Contracting Officers may be designated for individual orders under Blanket Purchase Agreements (BPAs) up to \$5,000.

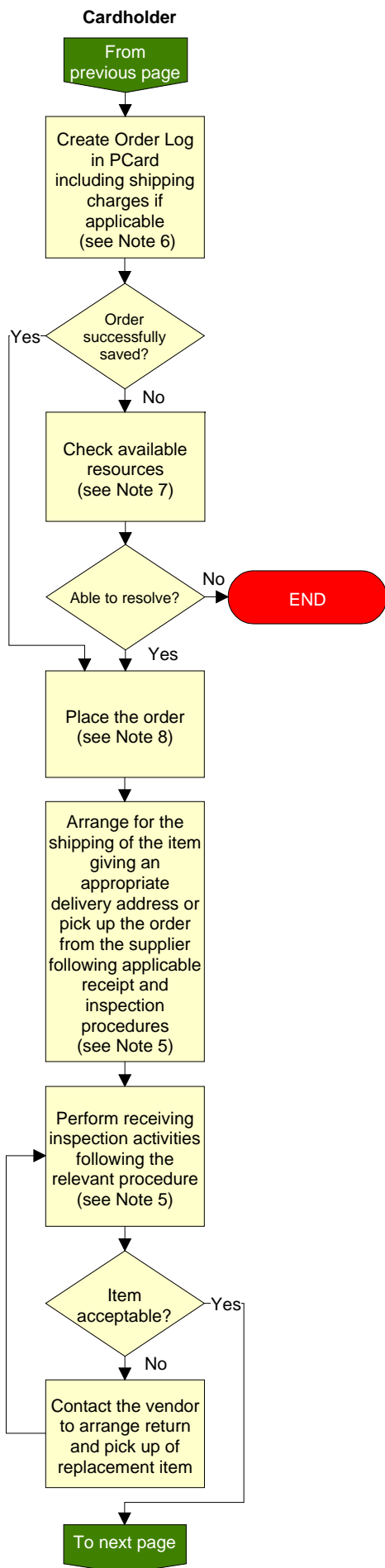
Cardholders other than Contracting Officers are not authorized to sign or agree to any contracts, memoranda or other documents that impose terms or conditions to the purchase (e.g. cell phone/software agreements). If a cardholder receives such documents or is asked to sign them, the cardholder shall immediately contact the Head of the Center Operations Contracting Branch for advice and assistance.

Note 1

Cardholders are responsible for the following:

- Maintain file of the following Purchase Card Records
 - 1 Delegation of Procurement Authority Memorandum
 - 2 Copy of Purchase Card training record
 - 3 Copies of purchase records, i.e., record of purchases, copies of sales receipts or any other documentation of the purchase
 - 4 Copy of Order Log and monthly reconciled transactions (electronic or hard copy)
 - 5 Copy of dispute form (if applicable)
- Items 1 and 2 should be kept until cardholder's card is canceled or terminated
- Items 3, 4, and 5 should be kept for the previous 3 fiscal years, including orders under BPAs (separate file for each fiscal year)
- Maintain control and custody of the Purchase Card
- Purchase only authorized items
- Ensure funds are available by creating electronic Order Log in PCard prior to placing an order
- Comply with the requirements of FAR and NASA FAR Supplement Parts 8 and 13. The FAR and the NASA FAR Supplement are available at <http://www.ARNet.gov/far/> and <http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm>, respectively
- Ensure that procurements are not fragmented
- Inform vendor that purchase is tax exempt - LaRC's tax exempt number is 54-1344524
- Resolution of discrepancies with vendors
- Monitor any disputed payment until dispute is resolved
- Report any suspected fraudulent charges that appear on your bank statement to the Bank of America (BoA) and to the NASA Office of Inspector General
- Ensure no one else uses Purchase Card
- Annotate created Order Log in PCard when item is received
- If sensitive equipment is received with a value of more than \$500, send an email to NEMS Coordinator (bankcard+olm@larc.nasa.gov) in order to assign an Equipment Control Number (ECN)
- Review and complete reconciliation of your BoA transactions in PCard
- Ensure that the following is accomplished if transferred or resigning:
 - 1 Notify CAPC
 - 2 Card must be hand carried to the Program Support Specialist 30 days prior to release date, or as soon as event is known
 - 3 If transferring within LaRC, the new supervisor will determine if the cardholder should retain the purchase card. If not, follow number 2 above.
- Ensure that lost or stolen cards are immediately reported as follows:
 - 1 Cardholder must report immediately to BoA after loss of theft is discovered
 - Domestic -1-800-472-1424
 - Outside US -1-757-441-4124 (collect)
 - 2 Notify the CAPC and approving official
 - 3 New purchase card issued within 10 business days
 - 4 Not responsible for charges once reported





Note 2

The following sources must be utilized in the descending order of priority listed below. Reference FAR 8.001:

Agencies inventories
-<http://lmo.larc.nasa.gov/idleprop/lmdidle.html>
Federal Prison Industries (UNICOR)
-<http://www.unicor.gov>
Blind and other severely handicapped
-<http://jwod.com/>
GSA, VA, DLA, and military control points
-<http://www.gsa.gov>
Mandatory federal supply schedules
-<http://pub.fss.gsa.gov/>
Optional federal supply schedules
-<http://pub.fss.gsa.gov/>
Commercial Sources

GSA Advantage is a quick way to access Federal Prisons; Blind and other severely handicapped; GSA and federal supply schedules. GSA Advantage's internet address is: <https://www.gsaadvantage.gov/>

Note 3

The following items are restricted and may not be ordered via the Purchase Card:

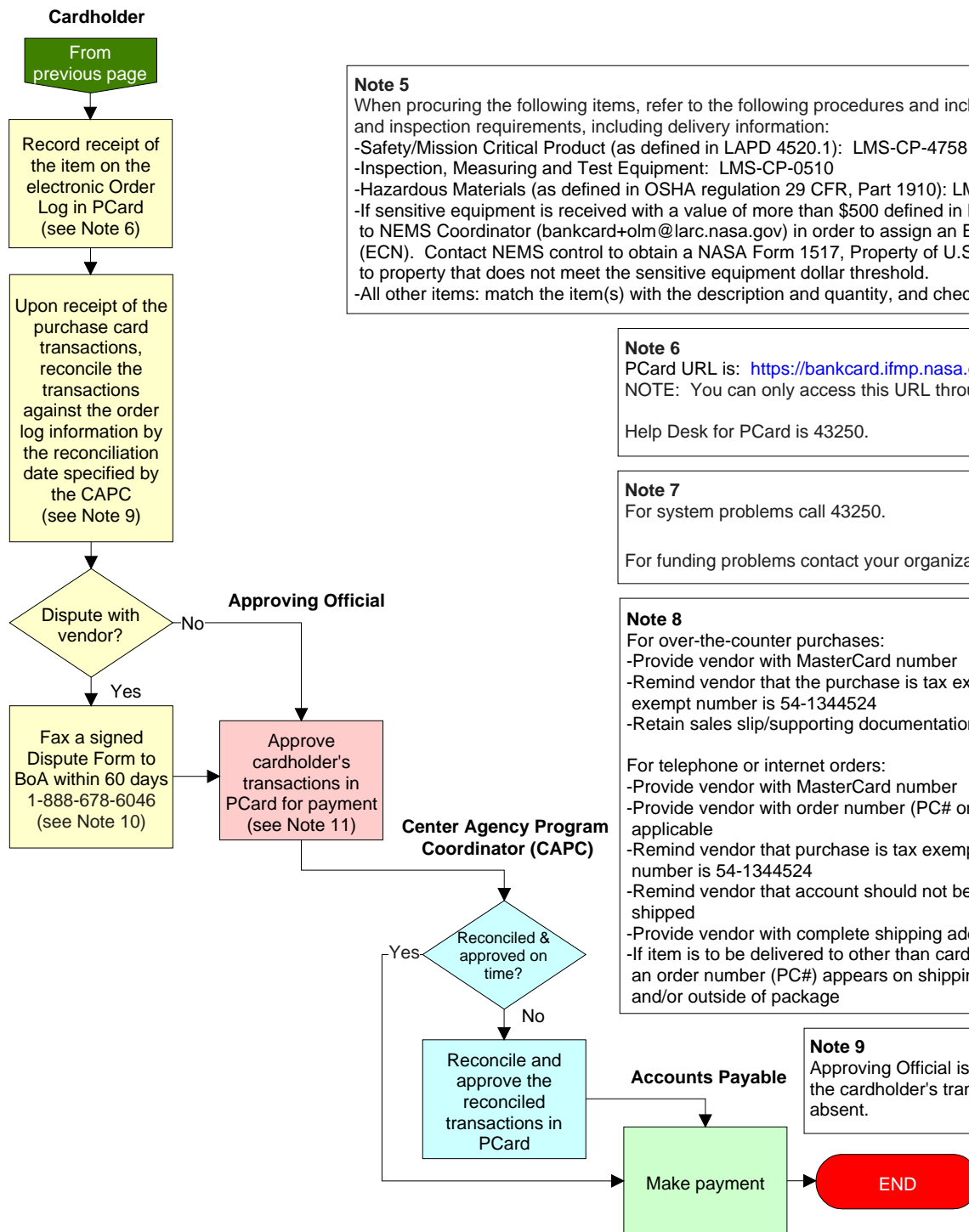
- Personal convenience items (not necessary for mission performance, expected to be provided at employee's expense; examples are: ash trays, bottled water, buttons, coffee makers, coffee supplies, computer games, decorative items, facial tissue, first aid kits, greeting cards, hats, individual membership fees, jewelry, key chains, luggage, pens/pads with logos, microwave ovens, photographs, plants, refrigerators, retirement or other gifts, t-shirts, sandwich bags)
- Air conditioning units (portable and non-portable)
- Airline, bus, boat or train tickets
- Books (text books used by employees attending educational classes)
- Cash advances
- Construction (except for authorized cardholders in the Center Operations Directorate)
- Copiers
- E-bay purchases
- Food, drinks, meals or refreshments
- Gas cylinders with demurrage charges
- Gasoline or oil for vehicles
- Janitorial, yard and maintenance services
- Lease and/or rental of land or buildings
- Lodging, hotels, motels, or other types of overnight accommodations
- Office furnishings (carpets, draperies, blinds)
- Personal clothing or footwear
- Precious metals
- Printing or copying services (statutory) NPR 1490.5
- Purchases directly from individuals
- Telephones/Teleconference Systems
- Training (except for authorized cardholders in the Organizational Development and Workforce Relations Branch)
- Weapons (air, spring, powder or other propulsion systems)

Note 4

The items below require Organizational Unit Manager (OUM) and/or the following functional approvals:

- Aircraft Flight Services (manned or unmanned) - LaRC Airworthiness and Safety Review Board (LMS-CP-5580)
- Business Cards - Immediate Supervisor (see guideline in NPD 9070.1)
- Cox CATV Service - Office of Strategic Communications and Education, Office of Public Affairs
- Cameras - Office of Chief Information Officer, Media Services Branch
- Forms - Center Operations Directorate, Capital Assets Management (LaRC Forms Manager)
- Furniture, including add-ons to system furniture such as lights, shelves and hangers - Center Operations Directorate, Logistics Management Team
- Framing pictures, awards, certificates - Center Operations Directorate, Logistics Management Team
- Paggers - Systems Engineering Directorate, Electronic Systems Branch (LaRC Spectrum Manager)
- Personal Digital Assistants (PDAs) - Supervisor
- Radio Frequency (RF) Transmitting Devices (i.e., radios for voice or data transmission; "Wireless" devices including LANs, video links, headsets, microphones, remote controls; radars; tracking beacons; microwave links; NAVAIDS for ships or aircraft employing radio frequencies) - Systems Engineering Directorate, Electronic Systems Branch (LaRC Spectrum Manager)

Verbal approvals may be obtained and shall be documented in the "Comments" field on the Order Log.



Note 5
When procuring the following items, refer to the following procedures and include any relevant receipt and inspection requirements, including delivery information:
-Safety/Mission Critical Product (as defined in LAPD 4520.1): LMS-CP-4758
-Inspection, Measuring and Test Equipment: LMS-CP-0510
-Hazardous Materials (as defined in OSHA regulation 29 CFR, Part 1910): LMS-CP-4759
-If sensitive equipment is received with a value of more than \$500 defined in NPR 4200.1, send an email to NEMS Coordinator (bankcard+olm@larc.nasa.gov) in order to assign an Equipment Control Number (ECN). Contact NEMS control to obtain a NASA Form 1517, Property of U.S. Government, decal to affix to property that does not meet the sensitive equipment dollar threshold.
-All other items: match the item(s) with the description and quantity, and check condition

Note 6
PCard URL is: <https://bankcard.ifmp.nasa.gov/default.asp>
NOTE: You can only access this URL through Internet Explorer
Help Desk for PCard is 43250.

Note 7
For system problems call 43250.
For funding problems contact your organization's Funds Provider.

Note 8
For over-the-counter purchases:
-Provide vendor with MasterCard number
-Remind vendor that the purchase is tax exempt - LaRC's tax exempt number is 54-1344524
-Retain sales slip/supporting documentation for files
For telephone or internet orders:
-Provide vendor with MasterCard number
-Provide vendor with order number (PC# on order log in PCard), if applicable
-Remind vendor that purchase is tax exempt - LaRC's tax exempt number is 54-1344524
-Remind vendor that account should not be charged until the item is shipped
-Provide vendor with complete shipping address
-If item is to be delivered to other than cardholder's office, ensure that an order number (PC#) appears on shipping/receiving document and/or outside of package

Note 9
Approving Official is responsible for reconciling the cardholder's transactions if the cardholder is absent.

Note 10
The Dispute Form is a BoA Form (CI2A1198) located on the LaRC Purchase Card Homepage at: <http://procurement.larc.nasa.gov/bankcard/>

If the cardholder disputes a purchase on their statement from the BoA, the cardholder shall monitor the status of the disputed purchase until the dispute is resolved. If the dispute is resolved in favor of the Government, the cardholder shall ensure that the disputed amount is credited back to the Government and document the record of transaction. If the dispute is resolved against the Government, the cardholder shall document the record of transaction and close out the matter.

Note 11
New Approving Officials are required to take on-line training. After submitting IEMP System Access Request (NF 1700) for access to Backcard System, CAPC will e-mail prospective Approving Official providing information on on-line training. Upon completion of training, prospective Approving Official shall notify the CAPC. The CAPC will issue a delegation of procurement authority memorandum signed by the Procurement Officer and statement of training record. These records shall be maintained by Approving Official and a copy retained in CAPC files.

Approving Official responsibilities:
-Ensure that all cardholders have received training and understand the requirements for use of the purchase card
-Review and approve the cardholder's monthly reconciled transactions
-Ensure cardholder's reconciled transactions have supporting documentation and are complete, accurate and reflect only authorized purchases
-Report any suspected fraudulent charges that appear on your cardholder's bank statement to the BoA and to the NASA Office of Inspector General
-Reconcile cardholder's transactions in cardholders' absence